U.S. ARMY IMCOM REGISTRATION SYSTEM (AIRS)

USER AND ADMINISTRATORS GUIDE

V2.0.9

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Introduction

The Army IMCOM Registration system (AIRs) is an on-line system that allows the U.S. Army IMCOM to collect, store, maintain, and report on driver training course offerings and training data. The system allows local garrisons to create and maintain an on-line schedule of classroom driver training courses. Soldiers and other eligible personnel can quickly and easily browse the course schedules and register for Army traffic safety courses. The system will collect data on the number of courses being offered as well as the number of registrants. AIRs also maintains individual training records for students, showing the traffic safety training courses completed, and the dates of completion. Standard reports are available to the garrison, region, and headquarters administrators.

The following provides a brief description of system capabilities, along with instructions for performing the basic functions of entering course data, registering for courses, maintaining registration data, and reporting.

This user guide begins with direction for soldiers registering for courses and moves on to information for AIRs administrators. Please consult the table of contents to locate specific topics.

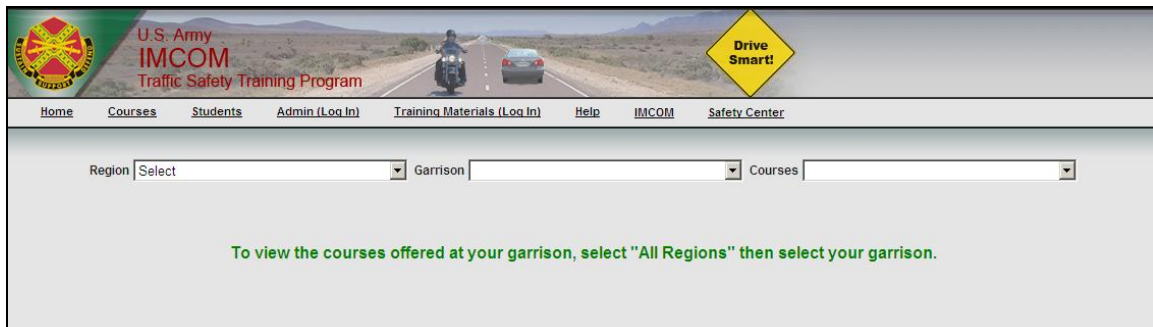# Information for Soldiers/Students

Browsing for Courses

The Home Page of the AIRs application is available to all personnel for searching and browsing Army Traffic Safety Training courses. Enter https://airs.lmi.org/ in your web browser to open the home page. As shown below, the home page contains sections for both students and AIRs administrators. To browse available courses, students must first click on the "**View Available Courses**" button, shown on Figure 1. This opens the view courses page shown in Figure 2.

Figure 1. Home Page
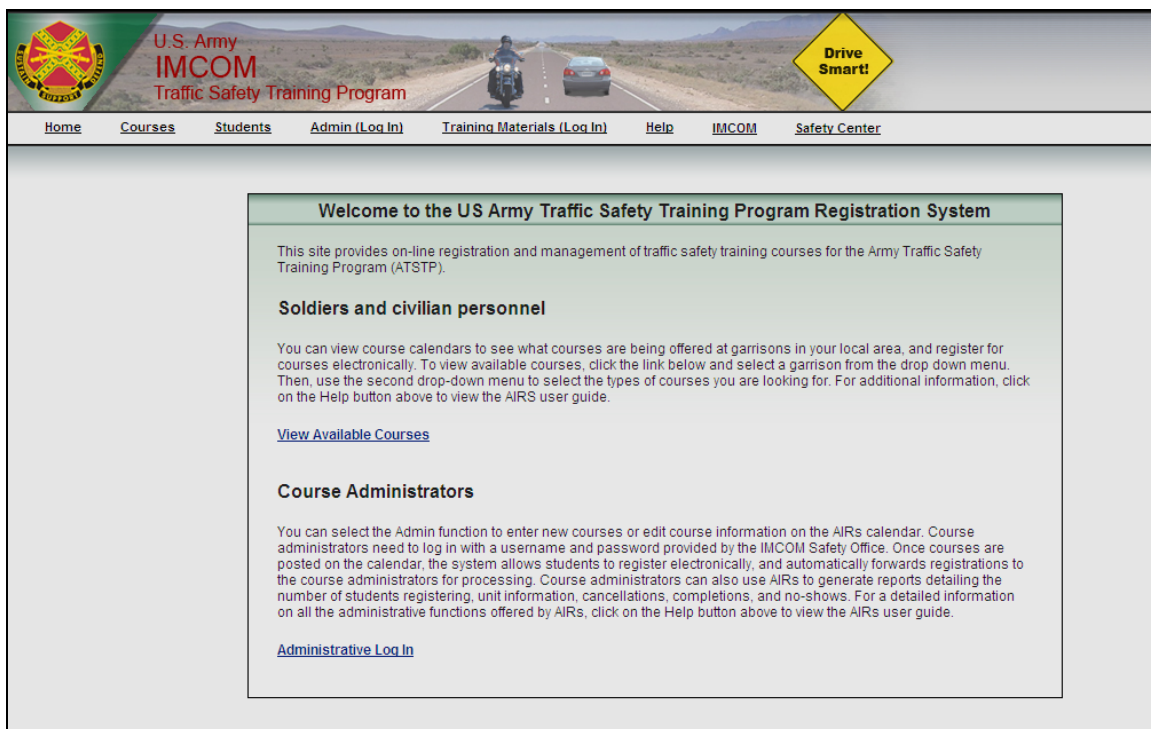
Three filters are present on the view courses page. Selecting a region will populate the calendar with all scheduled classes within the selected region. The Garrison drop-down is populated when a region is selected.

Figure 2. View Courses Page

If unsure of the region, users can select "All Regions" and use the garrison drop-down. A typical garrison course calendar is shown in Figure 3.

To get a more detailed view of courses being offered at specific garrisons, use the "garrison" drop-down list to select the garrison where you plan to take the course, and the "course" drop-down to select the course you want to take. Usually, students will select the garrison where they are assigned. If you can't find what you need at your home garrison, you can browse the schedules for other garrisons located nearby (before registering for a course at another garrison, make sure your chain of command approves).

Figure 3. Calendar Screen

The calendar always opens to show the current month. If you want to view different months, use the small arrow buttons at the upper right and upper left corners of the calendar.

To get more information about a specific course, click that course entry on the calendar. (Be aware that you cannot select courses that have already past, as AIRs won't display any information for those). When you click on a course, the system will display a course information grid similar to the one shown in Figure 4.

Figure 4. Course Information Grid

Location	Title	Start	Stop	Registered
PERSONAL BIKES BLDG 1674	Motorcycle Basic Rider Course	02/25/2009 08:00	02/26/2009 17:00	4 Of 6
TRAINER BIKES BLDG 1674	Motorcycle Basic Rider Course	02/25/2009 08:00	02/26/2009 17:00	2 Of 6

If the selected course is being offered at multiple times, or at multiple locations, all will be displayed. For each course, the screen shows course locations, course titles, start and stop times, and number of students registered, as well as the maximum class size. When the locations are shown in **red**, the course is full. Courses appearing in **blue** have seats available. To get additional information about a course and a registration form, click on the course location. AIRs will then display a screen similar to Figure 5.

The upper portion of the screen shows course information, including a course description, the name of the lead trainer, and a phone number to call if you have questions about the course. **Please read all the information carefully, including the information provided in the "Course Description/Directions" block. If the block has a scroll bar on the right side of the text box, scroll down to view all the information provided. Some courses require specific clothing, protective equipment, or license and registration documents. If you still have questions, call the POC at the number listed on the screen.** If you show up without the required items, you might lose your spot in the course.

Figure 5. Course Detail/Registration Screen

U.S. Army
IMCOM
Traffic Safety Training Program

Drive Smart!

Home   Courses   Students   Admin (Log In)   Training Materials (Log In)   Help   IMCOM   Safety Center

Aberdeen Proving Ground, Supervisors Traffic Safety Training

Start Date	8/28/2009	**Start Time**	15:00
Stop Date	8/28/2009	**Stop Time**	17:00
Size	20	**Location**	Building 2B
Registered	0	**Address**	734 Forest Hill Rd, Parkville, MD 21050
Pending Registrants	0		
Lead Trainer	Rick Davis	**Lead Trainer Status**	Government
POC Tel	800-244-8487		

Course Description/Directions

Course Detail

Soldiers- Make sure you get approval from your chain of command before registering for a course.

Print Blank Registration Form

Registration Information

Cancel   Save

* First Name		* Last Name	
* Age		* Sex	
* Last Four of SSN/ID		* Army HQ	Select
* Email (AKO account is preferred)		* CO/Supervisor Email	
* Primary Phone		Second Phone	
* Personnel Status	Select	* Grade	
* Organization	Select	Unit	
UIC		Assigned Installation	

Special Instructions For Instructor

End Date of Last Deployment

Date	Remove

Add New Date   Remove Checked

Cancel   Save

- 9 -

Registering for Courses

The lower portion of Figure 5 is the student registration form.

Soldiers - Make sure you get approval from your chain of command before registering for a course. Your supervisor or unit leader will get an email notification when you register!

If you want to register for the course, fill in the requested information.

Mandatory entries are identified with a red asterisk *, and include:

- **Last name** – Used to create a course completion certificate, and to create a training record.

- **First name** – Used to create a course completion certificate, and to create a training record.

- **Last four of SSN/ID** – Used to create a training record and retrieve training information. US Citizens should enter the last 4 of their SSN. Local nationals at OCONUS locations can enter the last 4 or their ID number.

- **Grade –** pay grade

- **Email address (AKO Preferred)** – AIRs sends email messages to this address confirming your registration status or notifying you of any changes to the course schedule.

- **Primary phone number** – Trainers or AIRs administrators will use this number if they need to call you regarding a schedule change or other issues.

- **Sex** – Male or Female.

- **CO/Supervisor email** – Required only for active duty military. When you register, AIRs will send an email message to this address to inform your supervisor or unit leader that you are scheduled to attend a specific traffic safety training course at the given time and location.

- **Age** – Age of soldier.

- **Personnel status** – Use the scroll-down to select military, retired military, civilian, dependent, or DoD contractor.

- **Army HQ** – Use the scroll-down to select your major command. Airs uses this information to generate training reports for different Army Major Commands.

- **Organization –** organization of soldier

Please complete all entries on the registration form, if possible.

IF YOU ARE REGISTERING FOR A MOTORCYCLE BASIC RIDER COURSE, PLEASE USE THE CHECK BOX AT THE BOTTOM OF THE FORM IF YOU WILL BE USING YOUR OWN MOTORCYCLE.

Check all entries carefully to avoid misspellings or other errors. Name and last 4 will be used to create training records and course completion certificates.

When all information is correctly entered, click the **save** button to send the form to the AIRs administrator. If you decide not to register, click the **cancel** button.

The AIRs administrator will then review your registration form (usually within 1-2 days), and if everything is in order, they will register you for the course. You will then receive an email (at the address you provided on the form) confirming your registration. **Please check your email before calling the administrator to ask about your status!**

Once you are registered, AIRs will send you reminder emails – two weeks before the course, and three days before the course.

If training spots are limited, you may be placed on standby status, and will receive an email informing you of this. This is especially likely for applicants who are not active duty soldiers. Most garrisons give training priority to active duty soldiers. If you are placed on standby, read the course description and special instructions (on the AIRs course registration screen) for instructions on how your garrison handles standby applicants. In the event that your administrator changes your status from "standby" to "registered," AIRs will send you an email to notify you that you are now registered for the course.

AIRs will not allow you to submit multiple registrations for the **same** course. If you cancel a registration, you can then register for that course again. However, you can be registered for several **different** courses at the same time.

Checking Your Traffic Safety Training Records in AIRs

Whenever a student registers for a course in AIRs, the system establishes a training record for that individual. This information is useful for showing which courses an individual has already completed, and when the courses were completed. It also maintains a list of active registrations for each student.

To view your training record, Click "**Students**" on the navigation bar at the top of the AIRs screen. The example below in Figure 6 shows the home page, but you can find the same navigation bar on any AIRs screen.

Figure 6. Home Page, Navigation Bar
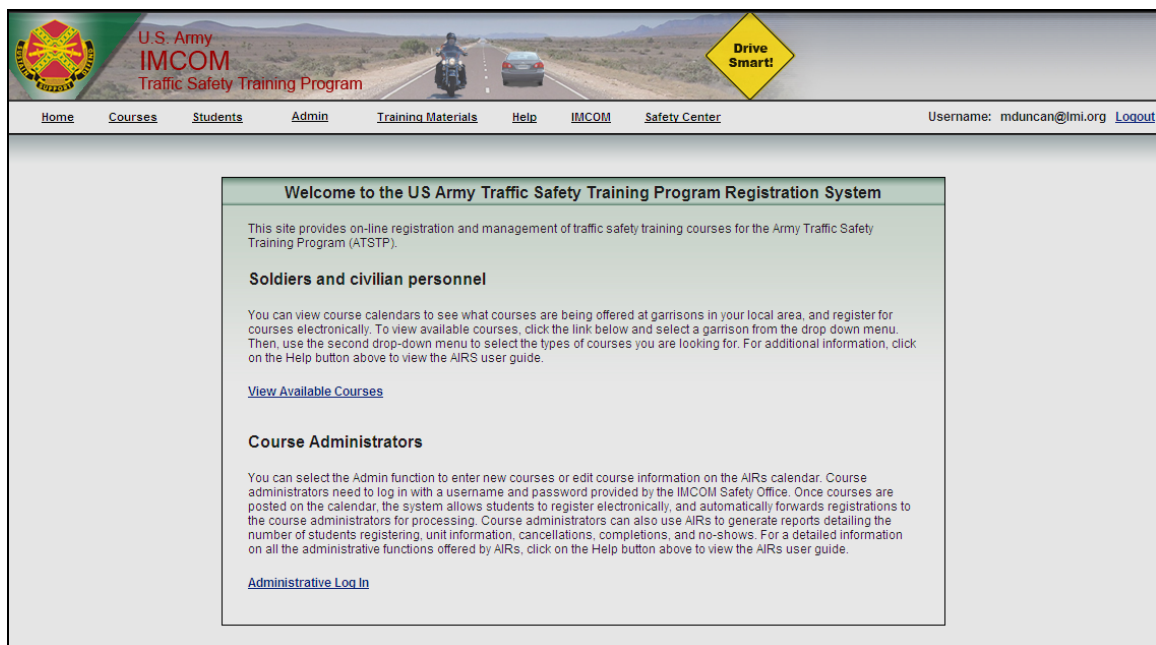
Next, enter your last name and last four of your SSN, and click "**Search**." If you have registered for courses or completed courses using the AIRs system, you should see a screen similar to Figure 7.

Figure 7. Student Record

There are two areas on the screen. The top area shows any "current registrations" - upcoming courses you have registered for. The lower section "Past Registrations," shows data on courses that you attended in the past. **Be aware that if you completed a traffic safety training course in the past, but did not use AIRs to register for the course, you will not see a record of that course.**

Cancelling a Registration

If you have a schedule conflict, AIRs allows you to cancel your registration so someone else can take the training slot.

THERE ARE NO PENALTIES FOR CANCELLING A REGISTRATION.

HOWEVER, IF A STUDENT DOES NOT CANCEL, AND THEN FAILS TO ATTEND THE COURSE, THE CHAIN OF COMMAND WILL BE NOTIFIED! "No-shows" waste scarce training resources, and reduce the number of students that can be trained.

To cancel a registration, open your training record as discussed above. Click on the check box beside the course you want to cancel and then click the cancel button.

When you cancel a registration, AIRs will automatically send an email to the AIRs administrator informing them of your cancellation, and will automatically show your registration as "cancelled" on the course roster. If you realize you need to cancel a registration, cancel it as soon as possible so that another person can be registered for the open training slot.

Requesting a course to be scheduled

If students don't find a course they are looking for within the next 30 days they may make request by clicking on the link located above the course calendar. The student will be redirected to the course request form. Upon submission an automatic notification email will be sent to the Garrison administrator.

Information for AIRS Administrators

AIRS Administrators can enter and edit courses on the AIRs calendars, review and approve course registration requests, enter course completion statistics, and generate course rosters, completion cards, and training reports

The administrative functions and reports require an administrator account and password to access them. Administrators can navigate to the administrative login page in three ways:
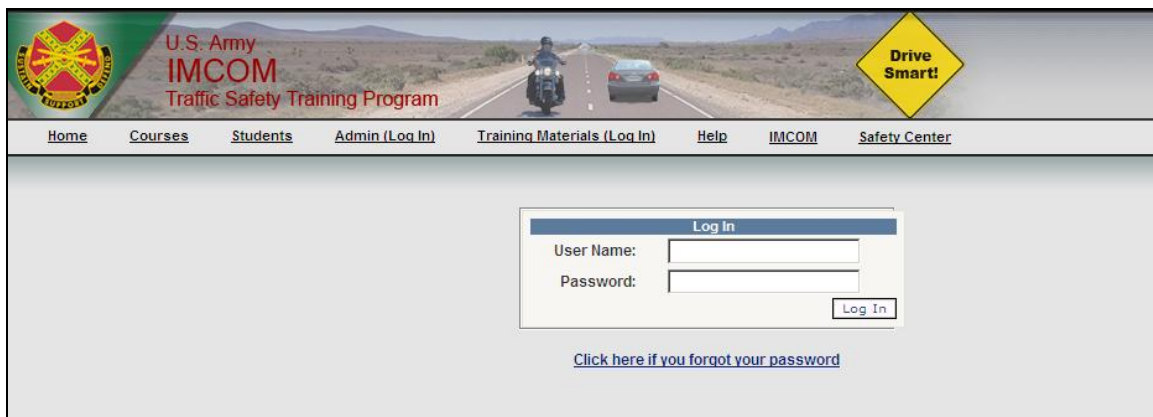
- Click "Admin" on the navigation bar at the top of the AIRs screen

- Click "Administrative Login" near the bottom of the home page

- Click "Training Materials" on the navigation bar at the top of the AIRs screen

All three methods open the administrative login screen, shown below in Figure 8.

IMPORTANT: Most garrisons have more than one AIRs administrator account. The administrator who schedules a course is the one who will receive the notification emails when students register. Please consider this when scheduling courses – use the account of the administrator who will be handling the registrations.

Figure 8. Administrative Login

Administrators must then enter their username and password to login. If users have forgotten their password, they may select "Click here if you forgot your password", type their email address (User Name), and click "Reset Password". A new password will be emailed to them. Once authenticated, administrators will be directed to the administration home screen show below in Figure 9.

Figure 9. Administrative Home Screen
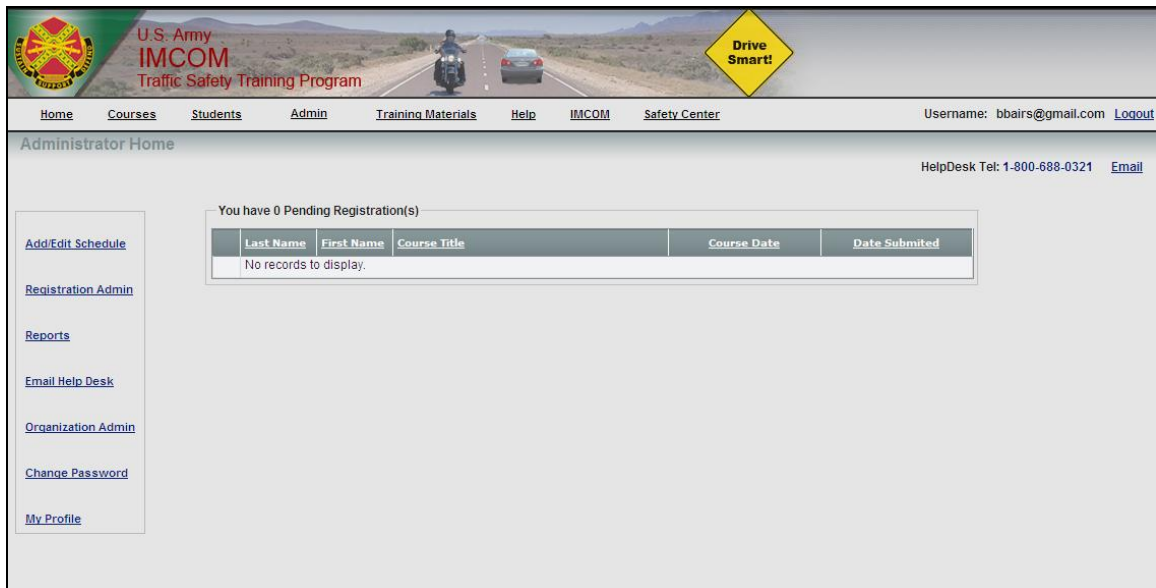
From this page, administrators can access all the Course Administration functions needed to maintain and update the AIRs system. The grid displays a listing of all pending registrations. Clicking on the name of the student will redirect the admin to the registration administration page. The functions in the "System Administration" box (not displayed in screenshot) can be accessed only by the AIRs system developers – AIRs administrators at the garrison, region and HQ levels cannot access the system administration functions.

Adding or Editing Scheduled Courses

Local garrison administrators are responsible for creating and maintaining the schedule of driver training courses at their garrison. By clicking the link to **Add/Edit Schedule**, administrators can schedule new courses or edit scheduled courses. First, Administrators need to select their IMCOM region, garrison, and course they wish to add or edit from the drop down menus. The nine common traffic safety training courses offered throughout IMCOM are shown by default on the drop-down menu. The default courses include: Motorcycle Basic Rider Course, Motorcycle Experienced Rider Course, Local Hazards, Intermediate Driver's Training, Advanced Driver's Training, Supervisor's Traffic Safety Training, Motorcycle Refresher Training, Military Sports Bike Rider Course, and Driver Improvement Training/Remedial Driver as shown in Figure 10.

Figure 10. Add/Edit Schedule Screen

Once the selections are made from the drop-down menus, AIRs will display a screen similar to the one in Figure 11.

Adding/Scheduling a Course

To add a new course to the schedule, complete the information in the "Course Detail" box on the lower portion of the screen as shown in Figure 11. This is the information that will appear to students as they browse and register for courses. **Providing clear and detailed information here will reduce the number of phone calls you receive from prospective students.**

- **Course dates and Start/Stop times**: Can be selected with the "picker" tools – just click the calendar icons or clock icons and select the desired date or time from the display. If you need to schedule a start or stop time that is not offered by the time picker tool, you can simply type the exact time into the box (example – 13:15).

- **Class Size**: Enter the maximum number of students for the class.

- **Location**: Enter a building number or facility name that will allow students to easily find the location.

- **Lead Trainer**: Enter the name of the lead trainer.

- **Lead Trainer Status**: Use the drop-down menu to indicate if the trainer will be a government employee, or contractor.

- **POC Tel**: Enter a telephone number students can call for additional information or questions.

- **Course Description/Directions**: Provide a brief description of the course, directions to the training site, and any other details the students need to know – any prerequisite courses required, special clothing or PPE needed, documentation or paperwork needed. This is also the place to describe who has priority for training (active duty, retirees, DA civilians, etc), and how you will handle students placed on any standby list.

- **Address**: Enter the street address for the training site.

After checking your entries to ensure everything is complete and correct, you can click the **Create New** button at the bottom of the form to place the course on the AIRs calendar.

Figure 11. Add/Edit Schedule Screen

Scheduling Recurring Courses

Many garrisons offer high demand courses on a frequent basis to handle large numbers students. To make it easier to enter these courses on the calendar, use the following procedure:

Once a course is loaded on the calendar, use the **Add/Edit Schedule**

Screen to find the course in the "Scheduled Courses" Grid in the top half of the screen (See Figure 12).

Figure 12. Scheduled Courses Grid

Note that the grid can only display up to five courses at a time.

Clicking the page navigation buttons below the table will display the previous or next five set of records.

Or – you can use the "Date picker" tool by clicking on the calendar icon, selecting the start date of the course you want to edit, and then clicking the **Get Scheduled Courses** button.

Once you find the course you would like to repeat, select it by clicking on the location (in blue text). AIRs will then display the Course Detail Form for that course. You can then change any entries as needed (Start/Stop Dates, or others as needed) and then click the **Create New** button at the bottom of the form. The original course stays unchanged, but a new course is created with the edited information. This reduces the amount of data entry required scheduling for frequently offered courses.

Editing Existing Course Information

You can edit existing course information to account for changes in the training location, change in start time, or other changes. Select the course you want to edit, and navigate to the "Course Detail Form" as described above in the "scheduling recurring courses" section. Make any required edits to the Course Detail Form and the click the **Update** button at the bottom of the form.

Be aware that AIRs DOES NOT currently notify registered students about any changes you might make. So – if you change something important, like the starting time, or location, you will need to contact the students to notify them of the change.

Cancelling a Course

If you wish to cancel a course, find the course to be cancelled by using the procedure outlined above for entering recurring courses or editing courses. Then in the "Scheduled Courses" grid simply check the **cancel** box next to that course on the right side of the grid, and then click the **cancel** button. When you cancel a course, AIRs will automatically send an email to all registered or standby students notifying them that the course has been cancelled.

Adding Custom (Garrison Specific) Courses

If you plan to offer a course that is not listed on the course drop-down menu shown in Figure 10, select "Request New Course." AIRs will then display the screen shown in Figure 13. You may use this option to create a new course that is only offered at your garrison. All other courses should be scheduled using the standard Add/Edit Schedule page discussed previously. Complete the request form shown in Figure 13, and click the **Submit Request** button. System administrators will then review the request, and either approve and create the new course title, or call you for more details. Once approved, the title of the new course will appear in your course drop-down menu.

This procedure was re-designed to eliminate the entry of duplicate or similar course names.

Figure 13. Request New Course Screen

Course Registration Administration

When students register for a course, the administrator who scheduled that course will receive an email to notify them that they have registrations waiting for their actions. AIRs sends these emails automatically at 0200 each day to administrators who have registrations pending. The email will also indicate the course title and date for which students have registered. After login to your AIRs administrator account, select **Registration Administration.** AIRs will then display a "Scheduled Courses" grid, and you should click on the course identified in the notification email. The grid will be similar to Figure 14. From this screen administrators can select a course, then review and manage registrations before the course, and update course attendance information after the course

Figure 14. Scheduled Courses Grid

Click the course location on the "Scheduled Courses" grid to display the class roster for that course, shown in Figure 15.

Figure 15. Class Roster Screen

When students first register for a course, their status on the class roster is listed as pending until an administrator changes the status with the drop-down menu. You will sometimes have more registrations than available training spaces in the classes. We recommend that you devise a policy for prioritizing registrations, staff the policy with your leadership, get it approved, and stick to it. It also helps if you explain this system in the "Course Description/Directions" text box, so that students are aware of the policy. Each time you receive new registrations, you will need to review each registration and then update the status using the drop-down menu as shown in Figure 16.

Figure 16. Updating the Class Roster

You can click on a student's name to review the information they provided on the registration form. You should check each registration to make sure you have all the required information and check for any obvious errors or bogus entries.

You can then update the status of each registration. Drop-down menu choices are:

- Pending – Indicates registration has not yet been reviewed.

- Registered – Student is approved and assigned a spot in the course.

- Cancelled – Student has cancelled their registration.

- Passed – Student has taken and passed the course.

- DidNotPass – Student took the course, but did not pass.

- DidNotAttend – Student was registered for the course, but didn't show up.

- Standby – Student placed on standby per local policy. Standby students are not guaranteed a seat in the course, but may get a seat if spaces are available.

- NotEligible – Student not eligible for local policy or course prerequisites.

When "NotEligible" or "Standby" is selected, the administrator can enter the reason in a textbox, and the reason will be included in the notification email that is sent to the student.

Each time you finish updating the status of registrations, click the **update** button at the bottom of the page. This saves the changes and sends emails to students whose status has changed.

AIRs limits the number of "registered" students to the class size you selected previously. If you want to add more students to the class, you can edit the course information to increase the class size. AIRs will then allow additional students to be registered.

Printing the Class Roster

Before the class begins, you or the lead trainer may want a printed class roster to record attendance. After clicking the **update** button and saving your latest changes, you can sort the class roster by clicking on any of the column headings, shown in Figure 17.

Figure 17. Class Roster Screen

Print Roster is not affected by the order that the list is sorted. The list will always be displayed in the same order. The resulting printout is shown below in Figure 18.

Figure 18. Printed Class Roster

US Army IMCOM Registration System (AIRS)

Garrison: Fort Benning   Start Date: 3/30/2009 1:00:00 PM
Course: Intermediate Driver Training   Stop Date: 3/30/2009 4:00:00 PM

Last Name	First Name	SSN/ID Last Four	Email	Completion Card #	Status	Personnel Status	Organization	Phone	Unit
Charron	Stephanie	0987	Imistudenttest3@gmail.com		Registered	Military	Other	410-836-1423	
Duncan	Michael	0965	lowp1234@gmail.com		Registered	Military	Other	410-526-0997	
Lochary	Erin	7890	Imistudenttest2@gmail.com		Registered	Military	Other	410-874-2134	
Coomes	Daniel	5839	Imistudenttest4@gmail.com		Registered	Military	Other	301-322-2220	
Watts	Greg	1029	Imistudenttest5@gmail.com		Registered	Military	Other	301-652-1461	
Davis	Brian	9029	Imistudenttest6@gmail.com		Registered	Military	Other	301-382-2290	
Krupa	Keith	1259	Imistudenttest8@gmail.com		Registered	Military	Other	301-378-1229	
Bittner	James	2910	Imistudenttest9@gmail.com		Cancelled	Military	Other	410-792-1092	
Angone	Erik	1234	Imistudenttest1@gmail.com		Stand By	Military	Other	410-879-2383	

If one of the registered students fails to show up, and a standby or walk-in is available to take the course, the trainer can make pen and ink adjustments to the list and update AIRs later. The trainer can also note Pass/Fail on the roster and use those notes to update AIRs.

After the course has been completed, the course administrator will need to update the class roster again, indicating complete, incomplete, and did not attend as appropriate. Set the Status drop-down to "Passed" for those who passed the course. For MSF courses, enter the MSF card number in the space provided. This provides a record of the training if the individual loses their card. Be sure to click the **update** button after entering this information.

Figure 19. Final Class Roster Information

Printing Certification Cards

After updating the roster information, you can print wallet-sized certification cards for all who passed the course by clicking on the button shown above in Figure 19.

User Profile

Administrators may update their information in the User Profile page. View figure below. The following information is collected in this page: First name, last name, phone number, email, AKO username.
By default the receive notification emails checkbox is checked. This enables the system to send administrators notification emails when students register or drop classes. To stop receiving emails uncheck the check box and save.

Profile

Please enter your profile information below.

* First Name	John
* Last Name	Smith
* Phone Number	xxx-xxx-xxxx
* Email Address	JSmith@email.com
* AKO Username	Jsmith
Receive Notification Emails	☑

Go Back   **Update**

Registering "Walk-on" Students

Sometimes a student will show up at the training site without having registered for the course. If there is space available in the course and the student is eligible, the instructor can include the "walk-on." To handle these situations, we recommend that each instructor print out a few blank registration forms and take them to the training site. You can print blank forms by clicking the "print blank registration form" button on the registration screen.

Have any walk-on students complete the blank form with pen and ink, and enter the information in AIRs after the training is completed.

Generating Reports

AIRs administrators also have access to the reporting function for their garrisons Administrators at the IMCOM Region or Headquarters level can also generate reports that consolidate regional or command level data. The reporting page is available from the administrative home page and is shown below.

Figure 20. Reports Screen

The reports screen shown in Figure 20 shows a screen for a HQ level administrator account. Report screens for garrison administrators are similar, but garrison administrators can only get reports that include data from their garrison. Regional administrators can get data from individual garrisons in their region, or get consolidated reports that consolidate data from all their garrisons. All reports display the system date and are available in either PDF or MS Excel format, by clicking the appropriate box. Be sure to disable any pop-up blockers on your web browser before using this function. Pop-up blockers can prevent the reports from appearing.

Types of Reports

Registration Summary provides statistics on the total number of students registering for courses, the number passing, and the number of no-shows. This information is broken out by the Major Commands of the students taking the courses.

Registration Summary ATSTP

This report is the same as the Registration Summary report except that it queries ATSTP classes only.

Course Summary provides statistics on each type of course offered. Data includes the number of times the course was offered, total number of training slots, number of students passed, number of no-shows, and the number of students who did not pass.

Course Summary ATSTP
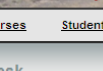
Queries ATSTP courses only.

Scheduled Courses provides information on the selected course. Data includes location, start date, stop date, number of students registered, class size, and a description of the course.

Class Roster provides a list of students registered for the selected class along with additional data on each student. Data includes course start date, course stop date, last name, first name, SSN/ID last four, email, completion card#, status, personnel status, organization, phone, and unit.

Email Help Desk

From the Administrator Home page, select Email Help Desk. Or from the Administrator Home page, click Email on the upper-right side of the page. Fill in the Subject and Body. Click Send Email to send.

Figure 21. Email Help Desk Screen

Email Students Based On Registration Status

From the Administrator Home page, select Registration Admin, and then select a class. Click the <u>Send Email To Students</u> link (Figure 21).

Figure 21. Class Roster Screen

Use checkboxes to select which registration statuses (*Registered, Pending, Cancelled, Passed, etc.*) will receive the email (Figure 22). Fill out a Subject, Body, and then click the Send Email button.

Figure 22. Class Roster Screen

Organization Administration

From the Administrator Home page, select Organization Admin. Select a Region
and a Garrison (Figure 23).

Figure 23. Organization Administration Screen

To **add an organization**, fill in the Organization Name textbox and click Create
New (Figure 24).

Figure 24. Organization Administration Screen (Add Org)

To **delete an organization**, click the Delete button next to the organization to be deleted. Then click Update (Figure 25).

Figure 25. Organization Administration Screen (Delete Org)

To **edit an existing organization**, click any textbox in the Organization Name column (except Other), type modifications and click Update to save the modifications (Figure 26).

Figure 26. Organization Administration Screen (Update Org)

Training Materials Home Page

To navigate to the Training Materials Home Page, click the "Training Materials" link in the top navigation bar. The page displays as seen in Figure 27.

Figure 27. Training Materials Home Page
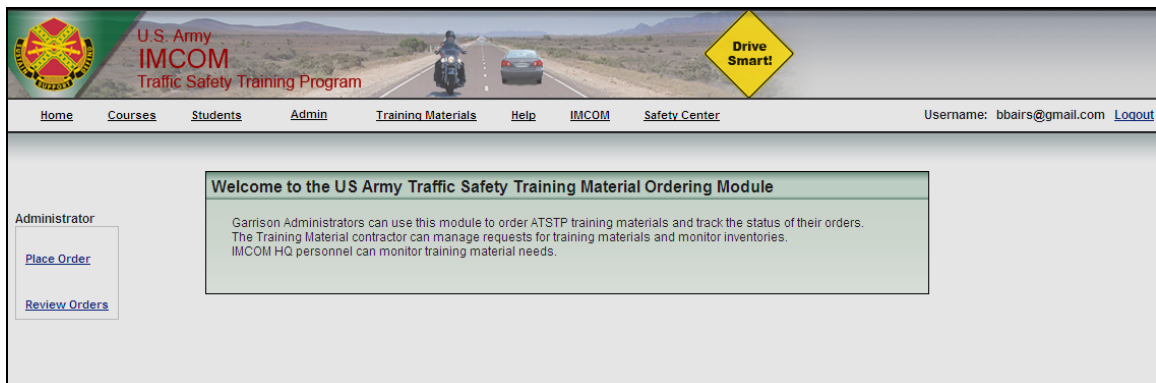
- **Place Order** allows a user to place an order for training materials.

- **Review Orders** displays the history of orders for all the locations that are assigned to this user (not just the orders this user has submitted).

Training Materials – Place Order

Figure 28. Place Order (Select Inventory)

Product ID	Name	Description	Minimum To order	Number To Order
TMI	Advanced Workbooks	education materials	500	
M-EL34	Hazard Manual	Hazard Training	10	
YYZ	Operational User Guide	AIRS user guide	500	
P-JSX	Repair Guide	quick repair of transportation	5	
M-RK	Risk Management Books	education materials	100	
RGSG	Safety Guide Pt2	educational safety	1	
M-7L7	Safety Training Materials	safety protocol	5	
TBD	Supervisor Workbooks	instruction materials	10	

Inventory step 1 of 4

Type in the number of each item you would like to order and click Next.

Next   Cancel

The first step of placing an order is selecting the inventory (see Figure 28). The desired number of inventory items to order is filled in the far right column of the table. This number must be greater than the value in the Minimum To Order column. The Next button proceeds to the next step in the ordering process. The Cancel button cancels this order.

Figure 29. Place Order (Verify POC)

The second step of placing an order is verifying point of contact information (see Figure 29). User information is automatically filled in for first name, last name, phone, and email. Region and Garrison must be selected. The Next button proceeds to the next step in the ordering process. The Previous button goes back to step 1 in the ordering process. The Cancel button cancels the order.

Figure 30. Place Order (Verify Shipping)

The third step of placing an order is verifying shipping information (see Figure 30). Previous shipping addresses are stored and can be selected from the Available Garrison Shipping Address dropdown. The Next button proceeds to the next step in the ordering process. The Previous button goes back to the previous step in the ordering process. The Cancel button cancels the order.

Figure 31. Place Order (Order Summary)

The fourth step of placing an order is verifying the order summary (see Figure 31). Comments can be entered. The Place Order button places the order. The Previous button goes back to the previous step in the ordering process. The Cancel button cancels the order.

Training Materials – Review Orders

Figure 32. Review Orders

The Review Orders Page displays orders for the _locations_ assigned to this user (not just the orders this user submitted). Orders can be filtered by Region and Garrison. Click on an "Order ID" to see the order details. The Go Back button navigates back to the Training Materials Home Page.

Training Materials – Order History Detail

Figure 33. Order Detail Screenshot 1

Details of an order can be viewed from the Order History Detail Page. An order can be tracked if the tracking number has been entered by the Inventory Manager. Selecting Click Here opens the shippers tracking page in a new window (automatically populates the tracking number field) for checking shipment status. The Go Back button navigates back to the Review Orders Page. The Cancel Order button cancels the order. An order can only be cancelled if it is not marked as In Processing or Shipped. Notice the Cancel Order button does not appear in Figure 34 because the order has been shipped.

Figure 34. Order Detail Screenshot 2